

PROJECT DIRECTOR I
JOB ANALYSIS
BACKGROUND INFORMATION

Date of Study: March 3 – 7, 2008

Collective Bargaining Identification: R09

Job Analysis Conducted By: Doreen Grigsby-Augmon
Selection Analyst
Office of Selection Services

Number of Incumbents: There is 1 incumbent in this classification per the State Controller's Office Filled/Vacant Position Report dated 03/12/08.

Names of the Subject Matter Expert(s) and their background:

Stephan Durham, Capital Outlay Program Manager, Office of Facilities Management and Construction

Mr. Durham has been a Capital Outlay Program Manager for approximately three months. Prior to being appointed as Capital Outlay Program Manager, he worked for the Department of General Services Real Estate Division Project Management Branch as the Chief Project Management Branch, Capital Outlay Program Manager, Project Director I, and Project Director II for ten and one half years. Mr. Durham has been with CDCR for three months.

Gary Lewis, Project Director III, Office of Facilities Management and Construction

Mr. Lewis has been a Project Director III for approximately three months. Prior to being appointed as Project Director III, he worked for the Department of General Services Real Estate Division Project Management Branch for seven years. Mr. Lewis has been with CDCR for three months.

PROJECT DIRECTOR I INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- State Personnel Board class specifications for Project Director I
- DGS Duty Statement

Other sources were viewed for information (e.g. State of Ohio Class Specifications and State of Tennessee Class Specification); however, the information was not relevant to the job analysis and therefore not included.